

CALIFORNIA CHILDREN & FAMILIES COMMISSION

**January 16, 2003
Employment Development Department
722 Capitol Mall
Auditorium – 1st Floor
Sacramento, CA 95814**

Agenda Item 1 – Call to Order

The meeting was called to order by Chairman Reiner at 9:15 a.m.

Agenda Item 2 -- Roll Call

Present were Commissioners Kim Belshé, Louis Vismara, Sandra Gutierrez, Genie Chough, and Chair Reiner.

Agenda Item 3 – Approval of Minutes, November 21, 2002 State Commission Meeting

Action by Commission: The vote to approve the minutes passed unanimously.

Agenda Item 4 – Chairperson's Report

Chairman Reiner thanked Kim Belshé for serving as Chair of the Commission in his absence the past few months.

- School Readiness Media Launch
 - Staff has been planning a large-scale media launch of our School Readiness Initiative, which will entail holding a series of press conferences in multiple cities throughout the state, showcasing our School Readiness Initiative in action.
 - Chairman Reiner would like to coordinate this launch with Governor Davis.
 - The launch will likely occur in the next two months.
- Bay Area Universal Health Care Media Launch
 - On January 23rd, three Bay Area County Commissions (San Francisco, San Mateo, Santa Clara) will be holding a regional press conference announcing Universal Health Care Coverage for children from birth through 18 years.
 - Chairman Reiner will be joining the County Commissions and their partners at this event.
 - Anyone interested in attending this Bay Area event should contact Nicole Kasabian-Evans, Communications Director for the State Commission, at 916/323-0056 for details.

- LA Universal Preschool
 - Last week, First 5 Los Angeles named Nancy Daly Riordan and former State Assembly Speaker Robert M. Hertzberg as co-chairs of their Universal Preschool advisory committee.
 - The committee, which will also be comprised of community representatives, will help guide the creation of the Commission's Universal Preschool plan.
 - Chairman Reiner noted also that Karen Hill-Scott has been selected by First 5 LA to lead the development and implementation of the plan.

- February Retreat
 - The Commission's annual planning meeting is scheduled for February 20-21 at the Burbank Hilton, near the airport.
 - The purpose of the planning retreat is to:
 - Review our strategic direction
 - Plan for the next three years
 - Review our financial situation
 - Review our current and future investments

- Master Plan Legislation
 - AB 56 and SB 7 are identical School Readiness omnibus bills that would:
 - Expand state-funded School Readiness programs
 - Provide voluntary access to Universal Preschool
 - Implement mandatory, full-day kindergarten
 - The State Commission will be suggesting amendments and additions to these bills. Among other things, provisions for developmental screenings will be proposed for addition to the bills, which would round out the major School Readiness recommendations in the Master Plan.
 - A bill focused on the Personnel recommendations in the Master Plan will be introduced later this month. It will include the Master Plan recommendation to have more rigorous education and certification requirements in licensed child care facilities, which helps to justify increased compensation for staff in facilities. That bill will also include K-12, secondary, and post-secondary recommendations.

- On a national note, Chairman Reiner will address the National Governor's Association (which has in its membership 22 newly elected state governors) and talk about implementing universal preschool. He pointed out that this is another example of the work of the California Children and Families Commission and its county partners serving as a model for the rest of the nation.

- Chairman Reiner expressed appreciation and acknowledgement for Marie Young and Fran Kipnis, who are leaving Packard Foundation. He noted that Packard provided the bridge financing for the initial work of the California Children and Families Commission.

Agenda Item 5 – Executive Director’s Report

- Jane Henderson, Executive Director of the State Commission, reported that a French preschool tour she was sponsored to attend last year culminated in a conference in Chicago that a delegation from California attended. A comprehensive conference paper, to which Dr. Henderson contributed, is now available: “Equal from the Start” at www.frenchamerican.org.
- Kentucky Governor Patton is heading up a special National Governor’s Association committee on school readiness. This is a signal of the growing interest in the work of the California Children and Families Commission.
- A full-day summit sponsored by First 5 California, the Packard Foundation, First 5 San Mateo, First 5 Los Angeles, and First 5 California will take place on April 23 to focus on planning for implementation of universal preschool. States that have also moved forward with universal preschool programs will share their ideas: New York, Illinois, Georgia, and Massachusetts. This day is being held in conjunction with the Annual Statewide Conference (April 24-25). The State Commission has also contracted with AIR to develop a TA document for county commissions on universal preschool implementation strategies.
- Media Campaign – Timeline
 - Over the past few months, the State Commission and the subcommittee of county commission representatives has been working with the Commission’s media consultants on the development of scripts for our public engagement media campaign.
 - This will be the first time the Commission delves into the promotion of preschool as a critical element of a child's educational achievement.
 - Currently, filming of the ads is scheduled for February so they are ready for airing in March. There will also be a parent education and tobacco cessation component to the campaign.
- CBO Program/Gap Funding
 - An overview of the State Commission’s Community-Based Organization (CBO) Outreach program and results to-date was provided at the Commission’s November meeting. \$600,000 had been set aside to allow the Commission to fill any gaps (areas/populations not reached by the CBO program) that may exist.
 - An analysis of funding to date has been completed and staff is identifying the target populations to determine the best course of action for distributing the remaining funds.
 - An overview of the gap funding process will be provided at the Commission’s March meeting.

- Advisory Committee on Diversity Update
 - The Advisory Committee on Diversity will be meeting on January 27 in Sacramento. This meeting will primarily focus on the Implementation Plan for the Principles on Equity. A draft of the Implementation Plan has been developed and is presently being reviewed by the Committee. It is anticipated that after the next meeting of the Advisory Committee the draft will be ready to share with the California Children and Families Association and others for broader input and discussion. The Implementation Plan will be brought to the State Commission as a discussion item during the March 2003 meeting with action planned for May.
 - Dr. Henderson indicated that the draft plan is based on the Commission's operational structure and will be a tremendous asset to the Commission's work.

Discussion:

Commissioner Gutierrez inquired about the timeline of the migrant farm worker proposal and asked if there was a report on the childcare accreditation project. Jane Henderson replied that the migrant farm worker proposal has been delayed due to staff shortage. Emily Nahat informed the Commission that there will be an interim report on accreditation.

Commissioner Vismara asked if staff has looked to see if there is a pool of qualified pre-school teachers. Jane Henderson stated that staff development is a priority. Commissioner Vismara stated that he is available to work with staff in this area.

Commissioner Gutierrez asked if consultants could be used to address the migrant farm worker proposal. Jane Henderson stated that it is possible, but that often the process of bringing a consultant on board is so difficult that it is not justified in some cases.

Chairman Reiner suggested that the topic of the migrant farm worker proposal be discussed at the next Commission meeting.

Commissioner Vismara suggested talking to the Governor's office about exempting the Commission from the hiring freeze.

Agenda Item 6 – California Children and Families Association Report

Chairman Reiner acknowledged and expressed appreciation for outgoing President of the California Children and Families Association, Patricia Wheatley, who served in that capacity for the past year.

Mark Friedman, newly elected President of the California Children and Families Association, was then introduced and gave this report.

Many programs are being cut or are in danger of being cut in this state budget process. The suffering of affected departments means children and families get hurt. CCAFA's focus is to be

helpful through the budget challenges. The Association is in discussions with its partners to provide creative solutions to the problems arising from budget cuts.

CCAFA has held two meetings for county commissioners to develop a commitment to the Prop 10 vision, education about the importance of kids 0-5 and the need to be cognizant about possible supplantation.

At the State Commission's planning retreat in February, the CCAFA wants to focus on the Commission's current priorities rather than on introducing new initiatives for Commission consideration.

CCAFA is surveying counties on what is being done locally on anti-tobacco efforts. There is a sense of collaboration and partnership in this area.

CCAFA is working with State Commission staff in planning the county commission statewide conference, scheduled for April, and is working on regional technical assistance as well.

Sherry Novick, Executive Director of CCAFA, presented to the National Association of Counties in November, on School Readiness efforts throughout the state.

Discussion:

Commissioner Gutierrez inquired into the progress of county adoption of the equity principles. Sherry Novick informed the Commission that about 1/3 of the counties responded to the survey immediately, stating that they had adopted the equity principles. Several counties stated that they were in the process and others stated that they had requested information from counties that had completed the process.

Agenda Item 7 – State Budget Update

Joe Munso presented this agenda item, which included a summary and overview of key areas of the fiscal year 2003/04 state budget, specifically budget proposals that could impact First 5 California programs. Discussion focused on identified state program cuts, or state tax increases, their possible impact on existing First 5 state and local programs and potential strategies.

The following is an outline of the presentation:

- Projecting \$34.6 Billion Deficit
 - Governor's Priorities
 - K-12
 - Health Coverage for Children
 - Public Safety
 - Environmental Protection

- Addressing the \$34.6 billion gap
 - Cuts/Savings \$20.7
 - State/Local Realignment \$ 8.2
 - Fund Shifts \$ 1.9
 - Transfers/Other Revenue \$ 2.1
 - Loan Program owing \$ 1.7
 - TOTAL \$34.6 billion

- Major Cuts/Savings Proposals
 - Optional Benefits – Medi-Cal \$400 million
 - Rate Reductions – Medi-Cal \$800 million
 - SSI/SSP Grant Reduction \$700 million
 - K-12 Savings \$ 5.4 billion
 - Funds Shifts from Counties/Cities \$ 4.2 billion
 - Higher Education \$ 1.3 billion
 - Transportation Fund Transfers \$ 1.8 billion

- State/Local Realignment (in billions)
 - Mental Health/Substance Abuse \$.3
 - Children and Youth \$2.3
 - Healthy Communities \$2.7
 - Long Term Care \$2.6
 - Court Security \$.3
 - TOTAL \$8.2 billion

- Major Proposals of Interest to First 5
 - Realignment of Child Care and Development Programs
 - Implementation of Express Lane/Eligibility for Children
 - Linkage to Free School Lunch Program
 - Linkage to Food Stamp Program
 - Maintain Continuous Eligibility for Children in Medi-Cal
 - Maintain Single Point of Entry
 - Accelerated Enrollment Program
 - Utilize CHDP Program as “gateway” to Medi-Cal
 - Continue increase in Healthy Families Program
 - Governor directs Advisory Boards/Commissions to meet once annually

- Implications to First 5 California Revenues
 - New Tobacco Tax Proposal - \$1.10 per pack
 - Budget proposes “hold harmless” provision for Prop. 99, Breast Cancer Programs and First 5 due to effects of new tax
 - First 5 receives \$62 million for “hold harmless” provision

Discussion:

Chair Reiner suggested the retreat agenda include a discussion on how the Commission may be more mindful of the current budget deficit and how the Commission can play a role.

Commissioner Vismara asked if DDS regional centers services were cut. Joe Munso informed the Commission that there were no programmatic cuts for regional services. One center may be closed.

Commissioner Belshé echoed the Chair's concerns regarding considerations the Commission could take regarding the fiscal crisis. Staff was advised to present ideas along these lines at the next meeting looking closely at proactive opportunities to be of assistance and ways of furthering outcomes for young children and their families, consistent with the Commission's mission.

Public Comment:

Allie Harper, Statewide Coordinator, Parent Voices, spoke in support of Cal WORKS Stage 3 Child care and offered the services of Parent Voices to the Commission. Ms. Harper introduced Lakisha Neil.

Lakisha Neil shared her personal story as it relates to Stage 3.

Maria Ustoria shared her personal story as it relates to Stage 3 and urged the Commission to fund this project.

Allie Harper distributed information sheets to the Commission.

Chair Reiner offered words of support for Parent Voices.

Commissioner Vismara requested that Parent Voices meet with staff to discuss establishing possible future liaisons with some of the parent groups relating to diversity and special needs.

Joya Shavren expressed concerns about realignment as it relates to Cal WORKS.

Tasha Hennemen expressed concerns about realignment as it relates to fraud. Ms. Hennemen also expressed concern about the regressive nature of the sales and tobacco tax. She informed the Commission about the services provided by resource and referral agencies.

Allie Harper stated that realignment could be a setback to universal preschool. Ms. Harper expressed concern over separating childcare and education.

Agenda Item 8 – Technical Assistance for School Readiness

Roberta Peck presented this agenda item.

The Commission was asked to provide funds for School Readiness Program technical assistance by extending the duration by one year and increasing the funding by \$675,000 of the Interagency Agreement with the University of California, Los Angeles (UCLA)'s Center for Healthier Children, Families and Communities.

Discussion:

Commissioner Vismara asked that the specific deliverables of this project as they relate to the equity principles be pointed out to the Commission. Jane Henderson informed the Commission that the equity principle project goals are incorporated into all of the deliverables. For example, under the current contract the deliverables include a number of regional technical assistance workshops on dual language acquisition.

Commissioner Vismara requested a presentation be made to the Diversity Committee on this issue.

Commissioner Gutierrez asked for resumes of the people providing the workshops.

Action by Commission: The motion to approve the above item passed unanimously.

Agenda Item 9 – Annual Report

Joe Munso presented this item.

The Commission considered approval of its FY 2001-02 Annual Report. The final report will be released by January 31, 2003, to the Governor and Legislature in accordance with Health & Safety Code Section 130150.

Discussion:

Chair Reiner noted the significant advancements made by the Commission since the first annual report was presented.

Commissioner Gutierrez asked who else would be receiving this report. Joe Munso stated that the report will be available on the Commission website and will be distributed to every member of the Legislature, every county commission and whoever else we deem a good audience. Commissioner Gutierrez asked if there was a chart that showed how much the Commission has leveraged over the year.

Jane Henderson indicated that additional information will begin to be included in the Commission's annual report beginning next year, including the number of children served, number of children with disabilities or other special needs, etc., through the Commission's evaluation program.

Commissioner Vismara requested that an executive summary be included in the report.

Commissioner Belshé suggested thinking about how to 'lift up' the school readiness initiative and the Commission's focus areas.

Action by Commission: The motion to approve the above item passed unanimously.

Agenda Item 10 – CCFC Incompatible Activities Statement

Janie Daigle of the State Attorney General's Office presented this agenda item.

The Commission was asked to approve staff's use of a proposed Incompatible Activities Statement (IAS), as required by statute. State staff who file a Statement of Economic Interest, Form 700, are required to complete and have on file an IAS. The purpose of the IAS is to ensure that employees do not engage in activities that are incompatible/inconsistent with their state duties.

Action by Commission: The motion to approve the above item passed unanimously.

Agenda Item 11 – Kit for New Parents Project

Patricia Skelton and Emily Nahat presented this agenda item.

The Commission was asked to approve release of a Request for Proposals to continue production and dissemination of the Kit for New Parents, for an approximately three-year supply. The contractor will manage the comprehensive Kit project, including printing, procuring and fulfilling components of the Kit, and providing content review, design changes and delivering training on use of the Kit. The Commission was also asked to approve production of additional Kits and fulfillment within existing expenditure authority in a current contract. The following is an outline of the presentation:

- Kit for New Parents: Evaluation
 - Two Types of Evaluation
 - Process Evaluation
 - Methods used across 58 counties to distribute kits
 - Qualitative study: Kit usage within families and communities of diverse backgrounds and situations

- Outcome Evaluation
 - Pilot study on kit recipients only (pre/post)
 - Longitudinal assessments: Kit recipient group comparing to non-recipient group
- Outcome Evaluation Preliminary Results
 - Evaluation Questions
 - Do parents use the Kit?
 - What do parents learn from the Kit?
 - Does when the mother receives the Kit influence learning?
 - How do results compare to parents who did not receive the Kit?
- Demographic Characteristics of Mothers (n=462)
 - Language

▪ English	244	53%
▪ Spanish	218	47%
 - Race/Ethnicity

▪ African American	39	8%
▪ Asian/PI	38	8%
▪ Caucasian	73	16%
▪ Hispanic	301	65%
 - Education

▪ 6 years or less	45	10%
▪ 7-9 years	40	9%
▪ 10-12 years	203	44%
▪ Vocational School	74	16%
▪ College	100	22%
 - Age

▪ 19 and under	75	16%
▪ 20-29 years	276	60%
▪ 30 and older	108	24%
 - Distribution Method

▪ Prenatal Clinic	236	51%
▪ After Delivery (Hospital)	98	21%
▪ Postpartum (Home Visit)	128	28%
- Outcome Evaluation: Preliminary Results
 - 88% of the mothers and 52% of their partners had used the Kit
 - 94% of mothers using the Kit said it was helpful to them and their families
 - 97% of the mothers said they would use the Kit in the future
 - 48% of the mothers said they had changed their thinking about how to care for their children. Changes most often noted were around child development, infant nutrition and infant sleep safety
 - Mothers who reported their partner had used the Kit were more likely to make changes (54% vs 41%)

- First-time mothers reported more changes around child development (47% vs 22%)
 - Knowledge gain was significantly higher for Kit mothers relative to comparison mothers regardless of birth status or preferred language
 - Women who were pregnant when they were recruited and women who preferred the Spanish Kit when they were recruited showed the largest knowledge gains
 - The Kit's effect of .48 which is more than twice as large as the average parent education and support program effect size of .23 reported in a large meta-analysis of similar programs*
- *ABT Associates 2001
- Next Steps
 - Continue the Process Evaluation
 - Methods used across 58 counties to distribute kits
 - Qualitative study on the ways the kit is used within families and communities of diverse backgrounds and situations
 - Continue Comparison Studies
 - The final evaluation reports will be completed in January 2004
 - Kit for New Parents
 - Summary of Request
 - Approval to (1) increase the quantity of Kits produced in the current contract, if needed; and (2) release an RFP to competitively bid the Kit for New Parents Project for an approximately three-year supply of the Kit
 - Project Goal
 - Increase the child development knowledge of expecting parents, parents of young children, and other interested individuals who are responsible for serving young children
 - Background
 - 257,812 Kits were ordered October 2001 through June 2002 (9 Months)
 - 100,000 Kits were ordered through counties July through September 2002 (3 months)
 - The media campaign July through September 2002 created a surge of individual orders to our 800-hotline number that totaled almost 100,000 (3 months)
 - Counties have over 2,000 distribution partners; 900 are in Los Angeles alone
 - The initial quantity of 1,000,000 Kits approved was based on the birth rate in California from 1999 (518,000) and roughly doubled for a 2-year supply
 - The popularity of the Kit has strained the Office of State Publishing (OSP's) ability to fulfill orders on a timely basis

- Scope of Work
 - Manage the comprehensive Kit project
 - Handle production, procurement and fulfillment for Kits in all approved languages
 - Provide an ordering and fulfillment management reporting system that utilizes multiple means of placing orders
 - Provide the capacity to sell Kits
 - Provide accurate inventory and distribution tracking
 - Assess Kit content using a panel of experts, data from parent focus groups, and evaluation data to recommend changes in Kit content, ensuring that all materials are appropriate for diverse populations and for children with disabilities and other special needs
 - Provide a training program for providers distributing the Kits
 - Develop, design, and produce marketing materials for the Kit
- Population
 - Families with children prenatal through five
 - Initial languages: English and Spanish
 - First set of language/ cultural adaptations: Chinese (Mandarin and Cantonese), Korean and Vietnamese
 - Staff may recommend a future distribution plan to informal child-caregivers
- Kit Quantity for Bid Purposes
 - A floor of 250,000 Kits per year (number of births to first-time mothers)
 - A ceiling of approximately 500,000 Kits per year
 - Cost information on producing more than 500,000 Kits per year
- Kit Content Review
 - Will be part of RFP, and responsibility of new contractor
 - Review to be initiated in Fall 2003
 - Final report will be due in January 2004 for review at the February or March 2004 Commission meeting
- Content Review Participants
 - Review will include evaluation from UC Berkeley and recommendations of the adaptation contractor
 - Review will include expert advisors in various fields, such as oral health, child development, special needs
 - Review will include parent groups, informal caregiver groups, and Kit response card data
- Time Frames
 - The initial production of the Kit for New Parents was for two years with production of 1 million Kits
 - This RFP will be for three years to establish and maintain operational stability for this very comprehensive project
- Cost

- Current cost will be determined by the successful bidder
- In first year, staff proposes no changes to the Kit
- Cost will vary depending on the components of the Kit in years 2 and 3
- Interface/Impact on other projects
 - Project is dependent upon many partnerships to ensure widespread and effective distribution of the Kits at the local level
 - County Commissions currently serve as the primary distribution agent
 - A separate RFP has been issued to develop the language and cultural adaptations to the Kit, but efforts will be coordinated
- Summary of Request
- Approval to (1) increase the quantity of Kits produced in the current contract, if needed; and (2) release an RFP to competitively bid the Kit for New Parents Project for an approximately three-year supply of the Kit. The cost of this contract will be determined at the conclusion of the competitive process, after which time staff will come back to the Commission for funding approval.

Discussion:

Commissioner Vismara suggested researching the Kit's impact on parents disciplining of their children.

Chair Reiner noted that the findings presented here are similar to the pilot study. Linda Neuhauser from UC Berkeley informed the Commission that the results were indeed similar to the results of the pilot study and are very impressive.

Agenda Item 12 – California 2-1-1 System Participation

Pat Wheatley, past President of the CCAFA, presented this discussion item.

The Commission was briefed on a proposal to fund County Commission participation in the development and deployment of the national 2-1-1 system in California.

An outline of the presentation follows:

2-1-1: A STRATEGIC INVESTMENT

- Presentation Overview
 - The Revised Plan
 - The Design
 - The Recommendations
 - a. Funding Formula
 - b. Accountability
 - c. Timeline

- I. The Revised Plan
 - The Revised Plan reflects a reduced, targeted State Commission investment, based on the October meeting directions
 - County level implementation is aligned with statewide 2-1-1 activities and ensures cultural competence
 - 2-1-1 will build on, not replace, existing Information & Referral (I & R) Systems
 - Services will be based on professional I & R standards
 - Service will map local systems for children 0 – 5 and assist families to navigate that system
 - Services will be based on professional I & R standards
 - Service will map local systems for children 0 – 5 and assist families to navigate that system
- II. The Design
 - 24/7 service designed to reduce barriers to information usually encountered by vulnerable families
 - telephone and web-based design will provide accessible service information for families
 - will ensure that young children & families are afforded quality access; senior and homeless services are priorities in many systems
- Recommendation 1: Funding Formula
 - \$ 2 Million Total
 - \$25,000 minimum allocation, and \$1/birth for each county
 - \$50,000 maximum overall
 - Funds may be used for planning, implementation, or infrastructure
 - Counties must provide a match; small counties may use regionalized model for match (i.e., pool resources to meet match required)
- Recommendation 2: Accountability
 - \$100,000 to be allocated to a lead fiscal county to manage accountability. CCAFA to provide statewide coordination
 - Biannual Reporting Required
 - County may request county allocation upon submittal of funding application
 - Funds transferred to local county by State Commission are included in statewide report from CCAFA.
- Recommendation 3: Timeline
 - Counties may have up to 3 years to use funds

- Funds remaining at the end of the 3 year period revert to the State Commission

Discussion:

Chair Reiner asked for the yearly cost of the system. Pat Wheatley informed the Commission she did not have a dollar figure at the moment. The Public Utilities Commission is looking at implementing a telephone tax for 2-1-1. The cost will vary from county to county.

Commissioner Chough asked how many counties are interested in this project and for an example of how this would work at the county level. Ms. Wheatley informed the Commission that no counties are completely ready to implement the project today. All counties are interested in the project. Many funding sources are being considered.

Commissioner Belshé asked for a sense of the broader cost of the project. Commissioner Belshé asked if counties are using their own funds for this project. Ms. Wheatley informed the Commission that the project has a county match for funding.

Commissioner Chough asked what the state infrastructure needs would be. Ms. Wheatley informed the Commission that the State would guarantee the availability of the service.

Commissioner Vismara asked if there was a subcommittee in the Association dealing with this issue. Ms. Wheatley replied that there is a subcommittee working on this project. Commissioner Vismara suggested the subcommittee address the questions being raised by the Commissioners today.

Chair Reiner asked how many other states have implemented this system. Ms. Wheatley informed the Commission that 4 states have full implementation and all states are expected to be 'on board' in the next two years.

Commissioner Gutierrez asked that the written report requested by Commissioner Vismara include details on what the State funds would be spent on and that the report should include utilization by various populations. She further stated that a role for the State Commission is unclear.

Chair Reiner asked whose funds would be used to pay for advertising to let the public know 2-1-1 exists. Ms. Wheatley informed the Commission that there would be a statewide campaign and local advertising, but that methods are still being discussed.

Commissioner Gutierrez asked that the report include the fate of existing information lines throughout the state.

Public Comment:

Linda Neuhauser from UC Berkeley stated that there may be need for a level of analysis that can not be provided by the survey, e.g., a cost-benefit analysis.

Agenda Item 13 – Children with Disabilities and other Special Needs Focus Area and Mental Health Focus Area

Emily Nahat presented this discussion item.

The Commission discussed a proposed \$15 million investment in a First 5 California Special Needs Project to support children with disabilities and other special needs including social/emotional needs. **The proposal addresses two focus areas identified by the State Commission: the Children with Disabilities and other Special Needs Focus Area and the Mental Health Focus Area.** The combination of these two focus areas was considered with significant input and discussion. It was determined that merging the two focus areas would be beneficial to maximize early identification of conditions that are often overlooked or difficult to diagnose, improve connections to services for children with existing disabilities, and provide services to children in need of supports but who have no current diagnosis or eligibility for an existing categorical program.

While the field has many resources in dedicated and knowledgeable service providers and family members and funding provided through the Individuals with Disabilities Education Act, there still are needs and developmental work to accomplish in better serving young children with disabilities and other special needs. The proposed project would be a unique contribution in this arena. Building on the School Readiness Initiative, this project will test a reconfigured service delivery approach that provides families' access to a spectrum and continuum of services appropriate to their child's individual special needs. Screening strategies will be developed and provided to all children and families within the boundaries of selected School Readiness Initiative sites. Other services offered will reflect a range of intensities, from those that promote emotional health to early intervention to treatment strategies. These services will include interventions for young children and consultation and training for child care providers, teachers and others who work directly with children and families.

Target Population: The target population for the First 5 California Special Needs Project is children birth to five years of age who live in communities targeted by the School Readiness Initiative and are: 1) protected by the Americans with Disabilities Act (ADA); or 2) have or are at risk for a chronic physical, developmental, behavioral, or emotional condition and who also require developmental, health, mental health, and related services and/or supports of a type or amount beyond that required generally.

Families whose children are eligible for the Individuals with Disabilities Education Act (IDEA) will benefit from early identification, IDEA-mandated services, and First 5 California

supplemental and community-wide services offered at selected project sites. Families whose children are not eligible for IDEA but who require services, especially for social/emotional and behavioral issues, may receive services funded largely by First 5 California.

Project Components: The proposed First 5 California Special Needs Project components include:

- 1) **Local Demonstration Sites at selected School Readiness Initiative Programs**
Proposed Funding: Up to \$8 million total over 4 years (plus matching funds up to another \$8 million)
- 2) **Statewide Project Coordination and Training**
Proposed Funding: Up to \$3.5 million total over 5 years
- 3) **Program Evaluation**
Proposed Funding: Up to \$1 million total over 5 years
- 4) **Infant, Preschool, and Family Mental Health Initiative (IPFMHI)**
Proposed Funding: \$2.5 million over the next 2 years to continue the initiative

Expected Project Outcomes: The First 5 California Special Needs Project and the Infant, Preschool and Family Mental Health Initiative will focus on four major emphasis areas to achieve specific project outcomes. These will be required emphasis areas for the First 5 California Special Needs demonstration sites and include:

1. Universal access to screening for early identification/diagnosis and referrals for physical and developmental issues (including social/emotional/behavioral).
Expected project outcome: increase in the number of children who have comprehensive and early periodic screening and appropriate referrals for further interdisciplinary assessment or services.
2. Improved access to and utilization of screening, assessment, services and supports through coordination and reallocation of existing resources and building of new resources.
Expected project outcome: an interjurisdictional plan that results in an increase in the number of children who have been identified as having special needs or “at risk” of having special needs that participate in interdisciplinary early intervention services from birth to five years of age.
3. Inclusion of young children with disabilities and other special needs in appropriate typical child care and development and other community settings with provision of necessary supports to help the child succeed in that environment.
Expected project outcomes: Increased number of children with disabilities and other special needs in appropriate inclusive child care and development settings.
4. Evaluation to identify effective practices and to improve programs.
Expected project outcomes: Measures that show movement in reaching the expected outcomes listed above.

Additional aspects of the Presentation included the following:

- Demonstration Site Selection Criteria
 - A School Readiness Initiative Project as the platform.
 - Extent to which project emphasis areas are implemented.
 - Models that address the priorities of each child and family and diversity across communities.
 - Commitment to training other School Readiness programs.
 - Site population size and demographics.
 - Commitment to participate in training sessions.
 - Commitment of 1:1 cash match beyond the School Readiness Initiative cash match.
 - Proposed Grantees: Request for Funding (RFF) with incentive funds for demonstration sites selected on a competitive basis from School Readiness Initiative programs representative of California's geographic and demographic diversity.
 - Proposed Funding: Up to \$8 million total (plus local match) over four years.
- Statewide Project Coordination and Training
 - Coordinate and Support the First 5 California Special Needs project Demonstration Site Component.
 - Coordinate Selected Statewide Training and Leadership Activities.
- Coordinate and Support Demonstration Sites
 - Select screening tools and processes.
 - Coordinate a network of the demonstration sites.
 - Provide direct training to the demonstration sites including culturally and linguistically appropriate strategies and approaches.
 - Build regional training supports to expand and improve inclusive child care and development options.
- Coordinate Selected Statewide Training and Leadership Activities
 - Collaborate with other First 5 California funded technical assistance entities to provide training to other First 5 California funded SRI programs and affiliated local services providers.
 - Participate in and support selected leadership activities at the state level to improve systems.
- Project Coordination Contractor Selection Criteria
 - Practical program experience with:
 - standards based assessments
 - outcome-based evaluations
 - improving access to services
 - early mental health services
 - inclusion principles and practices

- family education and involvement
 - culturally and linguistically appropriate services
 - Project Coordination Contractor Selection Criteria
 - Ability to support implementation of Principles on Equity.
 - Understanding of relevant family-serving systems.
 - Experience in effective training.
 - Experience with teacher and administrator preparation, training and retention.
 - Knowledge of emerging policy and regulatory changes on the national and state level, e.g. IDEA.
 - Knowledge of effective, evidence based solutions.
- Proposed Contractor: A single lead entity will be selected through a competitive bid process. First 5 California will encourage interested parties to consider submitting joint applications to collectively accomplish the various aspects of this project.
- Proposed Funding: Up to \$3.5 million total over five years
- Program evaluation to measure attainment of expected project outcomes.
 - School Readiness Initiative evaluation link.
 - Proposed Contractor: Selected through a standard procurement process.
 - Proposed Funding: Up to \$1 million total over five years (depending on number and total funding of demonstration sites).
- Infant, Preschool, and Family Mental Health Initiative
 - Uses the mental health systems of care as a foundation.
 - Serves a high-risk, vulnerable population from a county-level platform.
 - Staff recommends an additional two years' funding.
 - Proposed Contractor: Department of Mental Health
 - Proposed Funding: Up to \$2.5 million total over two years

Acknowledgments:

Commissioner Vismara

Families of children with disabilities, providers, and researchers who participated in the statewide strategic planning process and Statewide Conference of County Commissions

The “Investments to Create Positive Outcomes for Children with Disabilities and other Special Needs” report by the California Institute on Human Resources, Sonoma State University in collaboration with San Francisco State University

The “Barriers to Inclusive Child Care” report by the WestEd Center for Prevention and Early Intervention

CCFC’s Advisory Committee on Diversity

The Master Plan for Education, School Readiness Working Group

The Children with Disabilities and Other Special Needs Subgroup and Mental Health Subgroup (currently merged into the Special Needs Subgroup) of the California Children and Families Association

Experts from local education, health, and mental health agencies and community-based organizations

Department of Education Child Development Division and Special Education Division; the Departments of Developmental Services, Mental Health, Alcohol and Drug Programs, Health Services, Social Services; and the Child Development Policy Advisory Committee

CCFC Staff

Discussion:

Commissioner Gutierrez asked where the screening services would take place. The Commission was informed that traditionally it takes place in the health care system, but could take place in a number of different places with various providers. Jane Henderson stated that this question will be investigated further.

Commissioner Vismara stated that education will be an integral part of the process and will likely involve a tiered system.

Commissioner Belshé asked if the 5-10 demonstration sites would represent 5-10 models for screening, coordination and referral. Ms. Nahat informed the Commission that there would be some variation based on available resources. Some counties have already invested in some of these activities. Staff will be looking for assistance from a contractor on tightly defining this issue.

Commissioner Vismara stated that the importance of this project would be taking it to full scale and it would be undesirable to have 8-10 anecdotal sites.

Commissioner Belshé emphasized that this must be done in a way to inform change more broadly.

Commissioner Chough noted that mental health had been identified at an earlier retreat as a top priority. Commissioner Chough asked for rationale on the merging of disability and mental health. Emily Nahat informed the Commission that many early issues of children with special needs might not be diagnosed as a mental health issue for the family. This proposal would address these issues earlier.

With regards to services around mental health issues, Commissioner Vismara stated that it is important to distinguish between the needs of children and those of their families. Commissioner Vismara stated that these tools will help identify children with mental health disorders and other special needs far earlier than they are currently.

Jane Henderson stated that this is a targeted approach. Dr. Henderson cautioned against trying to do too much at one time.

Commissioner Gutierrez asked how many children have been served to date through the current contract with the Department of Mental Health. Emily Nahat responded. [After the meeting, Emily Nahat provided the following information: As of January 2003, the Infant, Preschool and Family Mental Health Initiative funded by First 5 California had provided direct service to approximately 4,400 children and conducted 65 training events reaching 4,115 participants from various disciplines.]

Commissioner Vismara asked about services provided in the Sacramento area.

Sheila Wolfe from WestEd informed the Commission that each county received \$50,000 directly to provide more coordination and enhanced services. Ms. Wolfe provided details on services provided, including training over 2,500 providers

Public Comment:

Wendy Rowan, Humboldt County CFC, spoke in support of the continuation of the mental health initiative. Ms. Rowan informed the Commission that home based early intervention efforts help to identify mental health issues earlier. Further training for the practice is necessary. CWS staff training and parent/children interaction assessment have been reported to be very successful.

John Siegel, Trinity County CFC, expressed concern over merging the two focus areas together. Mr. Siegel suggested that one of the rural counties be considered as one of the demonstration sites.

Cheri Shoenborn, Department of Developmental Services, requested that the Commission not limit itself to the amount of money that it is currently allocating. Ms. Shoenborn urged the Commission to be aware of capacity building. DDS is available for assistance.

Carolyn Wiley, Riverside County CFC, stated that, through the initial mental health grant, Riverside County has learned that it is appropriate for the Commission to go forward with the project as planned.

Linda Buralt, Beginning Together, spoke on the difficulty of early diagnosis of children with mental health problems and other special needs. Ms. Buralt stated that it is a good time to link all of the existing systems.

Sandra Hieight spoke in support of the proposal and suggested that college courses for paraprofessionals in Alameda County should be expanded in number. Commissioner Vismara voiced support for this idea. Emily Nahat stated that the project that Sandra described is funded by the DDS and covers some, not all, campuses.

Commissioner Vismara asked Emily Nahat to follow up with Cheri Shoenborn and to present the issues for discussion at the Commission's February planning retreat.

Commissioner Gutierrez requested that the work of the Child Care Law Center in the areas of compliance with the ADA and the training curriculum also be considered.

Bonnie Taylor, Nevada County CFC, spoke in support of the proposal. Ms. Taylor urged the Commission not to fold the two focus areas into one.

Tony Apolloni, Sonoma State University, offered words of appreciation for all of the work that has been done in this proposal. Mr. Apolloni noted that the 3-5 year old gap has not been discussed. Mr. Apolloni urged the Commission not to apply itself to too many issues at the expense of adequately meeting the objectives of a few.

Agenda Item 14 – Legislative Item

Patti Huston presented this discussion item regarding legislative review and advocacy criteria for identifying legislation for the Commission's involvement. A presentation outline follows.

- **ADVOCACY AGENDA AND LEGISLATIVE CRITERIA**
- **CHALLENGES:**
 - CCFC actively tracked 463 bills during the 2001-2002 Legislative Session
 - Type of bills tracked ranged from land use planning for child care facilities to increased scope of practice for oral hygienists to kindergarten readiness

- CCFC's overarching goal to supporting children 0-5 and their families encompasses a broad range of interests
 - Anticipate introduction of MANY more bills due to current budget crisis in combination with the first year of a legislative session
- PROPOSAL:
 - Adopt refined legislative review criteria to meet the following objectives:
- OBJECTIVES OF ADVOCACY CRITERIA:
 - Assist the Commission in setting legislative priorities
 - Target advocacy efforts
 - Ensure consistency with Commission's mission and goals
 - Reduce the number of bills currently monitored to promote a manageable number of highest priority bills for active engagement
- Option A
 - Advocacy Criteria
 - Impacts School Readiness goals in Master Plan for Education
 - Screening Details
 - Advocates for universal preschool for all 3-4 year old children in CA
 - Expands School Readiness Centers
 - Provides access to developmental screenings for early identification of development delays, learning disabilities, and physical disabilities in earliest years of life
- Option B
 - Advocacy Criteria
 - Supports Anti-Tobacco Efforts
 - Screening Details
 - Promotes anti-tobacco programs or related efforts, including tobacco education and cessation programs.
- Option C
 - Advocacy Criteria
 - Impacts Proposition 10 Revenues
 - Screening Details
 - Increases, limits, or deletes tobacco taxes;
 - Mandates the use of Proposition 10 revenues for a specific purpose;
 - Mandates CCFC to perform a specific function; or
 - Amends the Proposition 10 statute.
- Option D

- Advocacy Criteria
 - Furthers the goals of the Principles on Equity
 - Addresses inequities in the provision of and access to services for children aged 0-5 and their families;
 - Seeks to ensure that appropriate service providers serve diverse communities; and/or
 - Recognizes appropriate services for the diverse communities served.

- Option E
 - Advocacy Criteria
 - Furthers the goals of the five First 5 Focus Areas which provide:
 - Access to oral health;
 - Assistance to children with disabilities/special needs and their families;
 - Mental health for children and mothers;
 - Informal child caregiver support;
 - Support to children of migrant farm worker families.

- Option F
 - Advocacy Criteria
 - Impacts any of the following goals from the Commission's Strategic Plan (as proposed), which are to:
 - Increase the quality of and access to early learning and education for young children 0-5;
 - Promote the early identification of and access to intervention in health and development issues;
 - Provide information and tools to parents, caregivers, schools, and communities on the importance of quality early care and education; and
 - Contribute to the decrease in the use of tobacco products by pregnant women, parents and caregivers of young children.

 - Recommendation:
 - CCFC Staff recommends that the advocacy criteria:
 - Be composed of a 2-tiered screening system where:
 - 1st priority level criteria will be used for focused legislative advocacy efforts;
 - 2nd priority level criteria will be used to request Commission direction if a bill appears to have a likelihood of passing and CCFC staff deems most critical.

Option	Advocacy Criteria	Priority
A	Impacts School Readiness goals in Master Plan	1st

B	Supports Anti-Tobacco Efforts	1st
C	Impacts Proposition 10 Revenues	1st
D	Furthers the goals of the Principles on Equity	1st
E	Furthers the goals of the five First 5 Focus Areas	2nd
F	Impacts the Commission's Strategic Plan goals (as proposed)	2nd

Discussion:

Chair Reiner stated that there needs to be room for items that do not fit neatly under the current scheme.

Commissioner Belshé made a distinction between policy items that the Commission needs to address directly and indirectly. This distinction was based in the fact that some policy items are being advocated by groups other than the Commission that, in some cases, have greater capacity to advocate. The criteria used by staff to allocate resources should include things the Commission is proactively seeking to advance and also lead the Commission to engage in areas where it feels pending proposals may be harmful to advancing the broader vision of the Commission.

This issue will be discussed further at the Commission's February planning retreat.

Agenda Item 15 – Matching Funds for Retention Incentive for Early Care and Education Providers – Initial Evaluation Results

Patricia Skelton presented this agenda item.

The Commission was presented with the first year findings of the 3-year study of the Matching Funds for Retention Incentives for Early Care and Education Providers Project. This was the first step in discussing the continuance of the Matching Funds Project, which is scheduled to end on June 30, 2003. Initial findings regarding rates of training and retention are positive, but results are limited by the difficulties inherent in the first year of implementation of any program. More comprehensive reports will be available in years 2 and 3 of the study.

The following is an outline of the presentation:

- Matching Funds Initiative
 - Stability and quality training within the ECE workforce leads to higher quality interactions between children and their caregivers.
 - In 1999, Alameda and San Francisco implemented child-care retention (CRI) programs with stipends to ECE staff linked to training and professional development.
- In 2001, to support local retention initiatives, the First 5 Commission awarded matching funds to 14 county commissions.

- In 2002, the project was expanded to 28 additional counties.
- Initiative Goals:
 - Promote stability in the ECE workforce.
 - Increase professional development and training.
- Funding for all 42 Matching Funds projects will end June 30, 2003
- Matching Funds Evaluation
- Year One Progress
 - Due to differences in philosophies and the context of local communities, counties are varied in their strategies and program designs.
 - In July 2001, contracted with UC Berkeley to conduct a three-year assessment of the effectiveness of these different CRI programs.
- Primary Research Questions:
 - What is the differential impact of particular retention-incentive strategies on the retention and development of ECE providers?
 - How does the implementation process affect the outcomes for particular strategies?
- Year one's evaluation progress report provides preliminary answers to the following:
 - What types of CRI programs did counties design?
 - What are the characteristics of program participants?
- How much and what types of training activities are program participants engaging in?
- Do CRI programs encourage retention within the ECE work force?
- What types of CRI programs did counties design?
 - Eligibility for retention incentives are contingent on the continuation of training
 - 13 of the 14 programs used graduated stipends (ranging from \$100-\$5,100), providing more money to ECE with higher levels of education. Ventura provided a flat-rate stipend of \$500
 - Programs varied in the level of support provided to participants for training activities
- Some program designs targeted specific populations:
 - San Luis Obispo: capped wages at \$16 hour to target entry-level, less experienced staff
 - Ventura: allocated a percent of funds for FCC (Family Child Care) participants
- What are the characteristics of program participants?
 - 6,759 ECE staff members received stipends in the first year of the program (14 Counties)
 - Average annual salary = \$21,984
 - Participants tended to have more years experience in the field than the typical ECE staff member.

- Participants were diverse in education level and ethnicity
 - 60% less than AA;
 - 22% AA degree and 18% BA degree
 - 9% African American; 5 % Asian, 21% Latino, and 60% White
 - 22% spoke a language other than English at work
- In what types of training activities are program participants engaging?
 - 77% of participants reported taking at least one ECE course, conference, or workshop in the six months after they received a stipend.
 - 60% of participants took a class/workshop concerning caring for infants and toddlers.
 - 66% of participants took a class/workshop concerning caring for children with special needs.
- Are CRI recipients more likely to participate in training in Year 1?
 - Initial results suggest that CRI participants in Alameda CDC and San Francisco CARES were more likely to take classes and workshops than ECE staff in the comparison group.
- Are CRI recipients more likely to stay in their centers and the ECE field—be retained—than other ECE staff?
 - Preliminary results are positive. However, Year 2 findings will provide more definitive results on retention rates.
- Questions for Years 2 and 3
 - What participant characteristics and CRI programmatic features best predict retention and training over a three year period?
 - What levels of stipends are needed to encourage retention and training among different groups of ECE staff?
 - How can programs most effectively reach a diverse population of ECE staff members and encourage their continuation in the CRI program?

Public Comment:

Wendy Rowan, Humboldt County CFC, informed the Commission of the local fund raising for this project in Humboldt County and how this fund raising has served to educate the public as well as building childcare capacity.

Alice Burton, Working for Quality Childcare, stated that CARES serves to open a door to the diverse members of the childcare workforce. Goals around school readiness and universal preschool rely on a skilled and stable workforce and CARES is providing an avenue to that end.

Joel Gordon, Sonoma County CFC, spoke in support of this program. Mr. Gordon stated that enrollment is very strong at Santa Rosa Community College in the course on Early Childhood

Environment Rating Scale. Mr. Gordon stated that the program has had a remarkable effect on morale at the centers. Mr. Gordon requested further funding of the program.

Martha Lyons spoke in support of the program and requested continued support.

Nea Caloka spoke in support of the program and requested continued support.

Stephanie Rather spoke in support of the program and requested continued support.
Blanca Sandoval spoke in support of the program and requested continued support.

Carine Watson spoke support of the program and requested continued support.

Debbie Carnoblett spoke support of the program and requested continued support.

Joya Shavrez spoke support of the program and requested continued support.

Samantha spoke support of the program and requested continued support.

Karen Stuart spoke support of the program and requested continued support.

Dorothy Petman-Smith spoke support of the program and requested continued support. Program participants in Amador County must travel over an hour to the nearest community college.

Linda Olivenbaum spoke support of the program and requested continued support.

Caroline Vance spoke support of the program and requested continued support.

Agenda Item 16 – School Readiness Initiative

Roberta Peck and Patricia Skelton presented this agenda item.

The Commission was updated on progress in the School Readiness Initiative. The Commission was provided with information on the School Readiness Matching Funds application process. First 5 CCFC received School Readiness Matching Funds applications in mid-December, and the statewide application review is schedule for late January. To date, the School Readiness Initiative has 100 School Readiness programs in process, representing the collaborative work of 40 First 5 county commissions. Additionally, the Commission received copies of the school readiness parent and teacher surveys, with an update on the pilot testing of these tools in 10 counties.

An outline of the presentation follows:

- Why Invest in School Readiness?
 - California's children will be healthier and better prepared to reach their greatest potential in school and in life. (First 5 Vision)
- School Readiness Programs
 - All 58 County Commissions invited and ready to participate
 - 20 December applications (13 County Commissions)
 - Total to date: 110 SR Programs in process (40 Counties)
- Technical Assistance
 - Workshops on Early Literacy/Dual Language scheduled for:
 - Redding – January 13
 - Sacramento – January 14
 - Ontario – January 23
 - Fresno – January 24
 - Advisory Committee on Diversity representatives invited to participate on SR TA Committee
- School Readiness Evaluation
 - The Statewide Evaluation is a complex multidimensional and multilevel project.
 - One component is the SR Initiative Evaluation.
 - The SR Evaluation is also complex and multidimensional
- Components of the SR Evaluation Design:
 - Implementation Processes
 - Programs and Collaboration
 - SR Initiative Schools
 - Community Context
 - Promising Practices/Programs
 - Special Studies (i.e. comparison and longitudinal)
 - Children and Families
- Children and Families
 - School Readiness Assessment Pilot
 - What is the pilot study?
 - A study to evaluate the procedures/ instruments to be used in the full-scale data collection efforts to obtain kindergarten entry profiles at SR sites in the Summer and Fall of 2003. Specifically to evaluate:
 - The process of working with Co. Commissions and schools to collect data,
 - Two instruments designed to collect data on children and families: a family telephone interview and a teacher survey.
 - Who participated in the pilot study?

- Ten County Commissions volunteered and participated: Colusa, El Dorado, Kern, Imperial, Merced, Sacramento, San Diego, Santa Clara, Sonoma, Ventura.
 - 10 Schools (39 classrooms)
 - 39 Kindergarten Teachers
 - Approximately 650 kindergarteners and their families participated
- Kindergarten Assessment Pilot Process
 - What tools were used for the assessment?
 - Teacher Survey: Modified Desired Results Developmental Profile (MDRDP) (Nov-Dec)
 - Children are effective learners
 - Language comprehension, expression
 - Interest in learning
 - Cognitive competence
 - Reading skills
 - Interest in books & other written materials
 - Writing
 - Children are personally and social competent
 - Interaction with adults and peers
 - Self-regulation
 - Expression of emotions
 - Family Phone Survey (Nov.-Jan.)
 - Approximately 70% interviews completed (English, Spanish & Hmong)
 - Interview questions asked about:
 - Child's health status
 - Preschool experiences
 - Kindergarten transition experiences
 - Family Activities
 - Smoking exposure
 - Family Demographics
 - What was learned about the use of the modified Desired Results? Preliminary summary indicates:
 - Teachers found the MDRDP easy to complete and many reported it helped them focus on children as individuals.
 - Teachers found the training materials helpful and easy to use.
 - Teachers reported the average time to complete a survey was 7 minutes.
 - 25% of the teachers reported having some, but not a great deal of difficulty in rating some children because:
 - child had developmental delays or special needs
 - child was shy socially and/or academic and social skills were discrepant

- child has significantly variable or unpredictable behavior from day to day
 - child's primary language was not English
- 75% of teachers reported no difficulty at all with rating the children on the items.
- Several teachers suggested that additional items be added:
 - Listening skills
 - Number concepts
 - Fine and gross motor skills
- What was learned about the family phone interviews? Preliminary summary indicates:
 - Passive consent procedure worked well
 - Attempted to interview approximately 650 families (53% English, 47% Spanish, <1% Hmong)
 - Only 32 parents refused to be interviewed after the interviewer contacted them
 - Approximately 100 families phone numbers were unavailable, incorrect, or had a privacy block
 - The interviews, on the average, took about 12 minutes.
 - Interviewers reported interviews went well, there were no questions that appeared to cause significant problems for parents.
- Next steps...
 - Participating schools and Commissions will be given access to their data in aggregated form (not to be disseminated or published) by February 1, 2003.
 - SRI is preparing a report summarizing the pilot study outcomes and recommendations for adjustments to the process and instruments.
 - Planning for full scale implementation will begin in February 2003.

Agenda Item 17 – Adjournment

The Commission meeting was adjourned at 3:00 p.m.